



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	FIXED ASSETS CLERK
3	<i>Posting Number</i>	PN # 109397
4	<i>Department</i>	Building Services
5	<i>Division</i>	Property Management
6	<i>Section</i>	N/A
7	<i>Reporting Location</i>	2707 Dalton*
8	<i>Workdays & Hours</i>	M - F; 7:00 am – 4:00 pm*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Provides support in acquiring, tracking, controlling and disposing of the City’s fixed assets. Adheres to guidelines for acquisition, maintenance, retention and disposition of fixed assets and associated records. Affixes inventory tags to designated assets and equipment. Maintains inventory records by gathering data, completing required forms and entering, deleting and correcting inventory. Performs field inventory by physically locating, identifying and counting assets. Assists with handling surplus and storage areas of inventory section. Resolves minor inventory location/usage discrepancies.

10 **WORKING CONDITIONS**
The position involves minimal physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on an occasional basis and/or assuming awkward positions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires a high school diploma or a GED.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
One year of inventory control, materials management, record keeping or clerical experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**
Valid Texas driver’s license and compliance with the City of Houston’s policy on driving (AP 2-2).

14 **PREFERENCES**
Applicants with warehousing experience are preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**
None.

16 **SAFETY IMPACT POSITION** (X) Yes () No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 10
\$723.00 - \$1,285 Biweekly \$18,798.00 - \$33,410 Annually

18 **OPENING DATE** March 15, 2006

19 **CLOSING DATE** Open until filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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